



Job Announcement

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Opening Date:	January 12, 2007	Closing Date:	January 26, 2007
Job Title:	District Court Clerk III – Traffic/Courtroom	Position Type:	Regular Full Time
PIN:	000975	FLSA Status:	Non-Exempt
Location:	District 3, Kent County Chestertown, Maryland	Grade/Salary Range:	J07 \$29,305 - \$48,425
Financial Disclosure:	No	Entry Range:	J07 \$29,305 - \$34,763 (Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: Responsible for case processing from beginning to end for their assigned section and/or functions as a lead worker in the Traffic section. Greets and assists the public, police, attorneys and court personnel; responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures; prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures; enters new cases and updates existing case information into the District Court's traffic, criminal, civil data systems; sets court dates for cases when required and Pre-Trial Investigation dates for appeals at the Circuit Court. Reviews and processes legal documents such as bench warrants, bond forfeitures, subpoenas, summonses, appeals, continuances, commitment papers, and court dockets. Trains, assigns and reviews work, and establishes work priorities for other clerical workers. Serves as a courtroom clerk assisting the judge in courtroom procedures, the docket, prepare/generate paperwork for the judge's and/or defendant's signatures and reviews and completes dockets before returning them to the proper section of the District Court.

Experience: Three years of clerical experience to include: One year of experience working in a trial or appellate court.
or
One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required clerical experience at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies, or a related field from an accredited college or university for the required court experience at the rate of thirty semester credit hours for each year of experience.

Preferred: Proficiency in typing, data entry or word processing.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Knowledge of District Court procedures, forms and documents pertaining to the Traffic section. Ability to assign work, set priorities and reassign employees and work to meet unexpected work loads and to cover for employees who are absent. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in pressure situations; ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.